2008 Farm Bill

How to Apply for Programs

USDA NRCS

Establishing Eligibility for USDA Programs

If you have never worked with the USDA, and don't have a farm and tract number, you will need to make an appointment with the Farm Service Agency (FSA) at your local USDA Service Center to establish eligibility for USDA programs.

You will need to bring the following information to the appointment:

- **Proof of Identity** – you may be required to show a valid state driver's license, passport or other personal identification, as well as provide your Social Security or Employer Identification (EIN) numbers, address and other related information.

- **Copy of the recorded deed**

- **Copy of the articles of incorporation, bylaws, legal power of attorney or partnership paperwork, if applicable**

- **Form AD-1026** – Highly Erodible Land Conservation and Wetland Conservation Determination

- **Form CCC-926** – Adjusted Gross Income

- **Form CCC-901** – Members' information for entity and joint operations only

Forms are available on-line at:
   http://www.ocio.usda.gov/forms/index.html
Type the form number in the search box in the upper right hand corner.

It takes time for the paperwork to be processed and additional information may be needed. Please start this process early in order to ensure you are eligible prior to any program sign-up cutoff dates. If you apply for a USDA program and the system does not show you or your entity as eligible, your application will not be processed or funded.

Note on confidential and private information:
Many of the program application forms or documentation require the applicant to provide sensitive contact, financial or other confidential information. Disclosure of this data is voluntary, but failure to provide the required information may result in the deferral of an application or denial of a benefit payment. By law and policy, 'confidential, private and sensitive information' is protected by USDA. USDA employees and partners are subject to penalty and disciplinary action for inappropriate or mismanagement of private data.

Find local USDA Service Center locations at: http://offices.sc.egov.usda.gov/locator/app

USDA is an equal opportunity provider and employer.

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Applying for USDA-NRCS
Farm Bill Conservation Programs

If you are already a USDA program participant, your records should be on file with FSA, and you are eligible to apply for USDA-NRCS programs.

You will need to submit the following paperwork to the NRCS office at your local USDA Service Center prior to the any program sign-up cutoff dates. The office will have these forms and can assist you with the paperwork. Additional items may be needed for specific programs.

- **Form NRCS-CPA-1200**, signed and dated by all applicants. Please be sure to answer all questions, one through 11. You may be eligible for additional program benefits if you are able to apply as a:
  - Limited resource farmer,
  - Beginning farmer, or
  - Socially disadvantaged (minority) farmer.

- **Form NRCS-CPA-1202-CPC appendix**, signed and dated by all applicants. Please read the appendix and address any questions you have to the NRCS representative.

- **Form 1199-A**, direct deposit form. You may apply for a one-time hardship waiver if you do not wish to utilize direct deposit.

Land ownership or control – You will be required to provide evidence of control of land through ownership documents (deeds, etc.) or lease information (rental agreements, permits, lease, etc).

Signature authority – If the applicant is an entity, documents such as articles of incorporation, charter, bylaws, partnership agreements, trust agreements, wills and similar legal evidence will be needed.

Conservation plan – If you do not have a conservation plan on file, the NRCS representative will schedule an appointment with you to complete the on-site assessment and plan. If you already have a conservation plan on file, the NRCS representative will go over your plan. Then you will decide which practices you want to include in the program application(s), and complete the application process.

Program application & ranking – Your NRCS representative will complete the application(s) for specific programs in the computer system, ask for any additional information needed, and rank the application(s). The ranking is based on federal, state and local ranking factors. After the sign-up cutoff date, the highest ranked applications will be funded until the money is exhausted.